## Approved for Release 2002 1-107 CARDP 100 570 8000200120005-5 0-12:15

15 September 1980

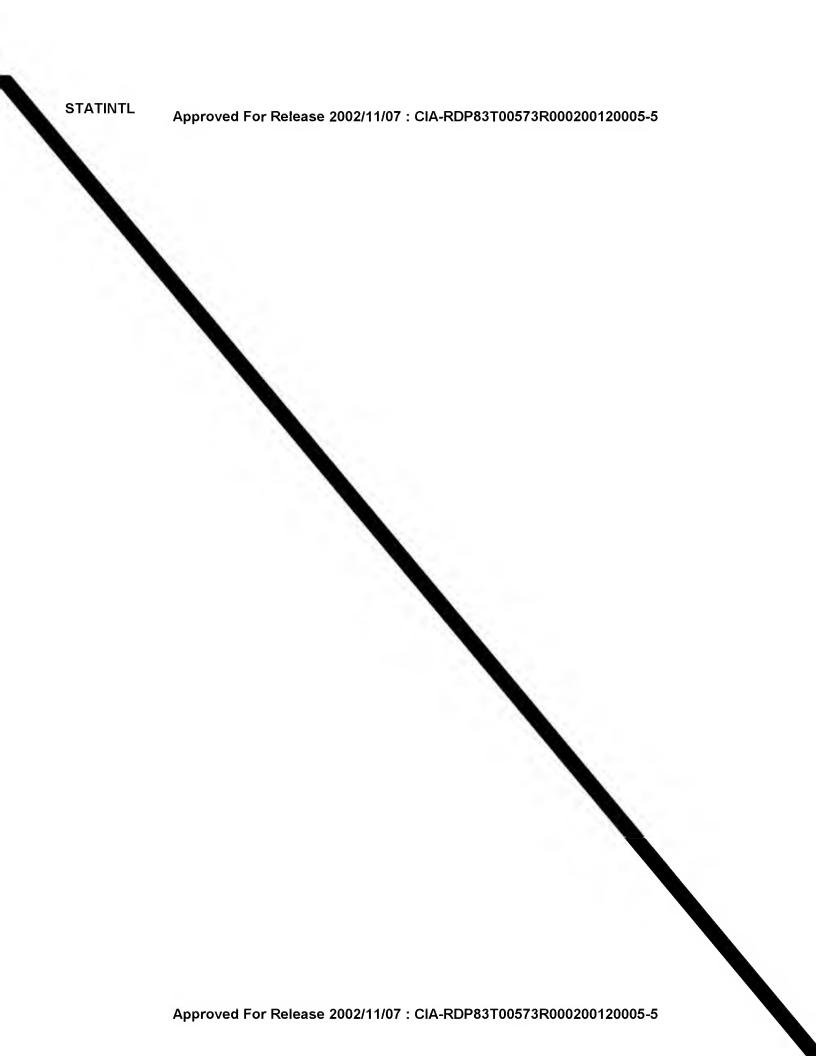
MEMORANDUM FOR:	Director of Dat	a Processing		
VIA:	Inspector Gener	al Th	OT A TINITI	
FROM:	Chief, Audit St		STATINTL	
SUBJECT:	Audit of Office	of Data Pro	cessing	
of Data Processi 1980. The audit cable laws, poli ciency of operat procedures.	will cover comparisons; and regulations; and finance	od 1 July 1976 of accions; effect cial and logi	tivity with a iveness and estical record	appli effi-
6 October 1980. December 1980. members of the I will be t meeting with you		vill consist ems Audit Div auditor. We tart of the a	of five or si ision. will request udit.	SIAI
3. Please returning the or	indicate your coriginal of this r	oncurrence by nemorandum.	signing and	
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/s/ Bruce T. Johnson		17 SE	EP 1980	
Director of Data	a Processing		Date	····
Distribution: Orig Signa 1 - Addre 1 - O/Com	ssee			
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\* Kick-off session scheduled for 2i oppm on 16 Oct. 1980 in 20-03.

Approved For Release 2002/11/07 : CIA-RDP83T00573R000200120005-5



## Approved For Release 2002/11/07: CIA-RDP83T00573R000200120005-5 Explanatory Notes

Subject: Self-explanatory - include ODP number if applicable.

Purpose: What will action accomplish, e.g., "Reply to letter from OMB," "Obtain DDA approval to spend \$100M," "Comply with periodic reporting requirements," etc.

Action Officer: Name, organization, extension.

References: List of pertinent references. Copies should be attached in order listed.

Resource Package and Costs: Identify the Resource Package and total costs for each fiscal year if the action involves funds.

Routing: Who should see the action, whether for information, comment, concurrence, or signature/approval. The individual reviewing the action should initial and date where indicated. Place an "x" under the appropriate column for each component. If concurrences are contained on record copy of action, simply refer to the action.

Discussion: Narrative discussion of action - what led up to the action, why is it necessary, what do you want done. The pertinent references should be explained insofar as they relate to this action. If the action itself contains all this information, simply refer to the action.

Signature of Action Officer: Sign and date form.

Classification: Mark at the top and bottom of page, as appropriate.

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